

**Monroeville Convention Center
2019 Service Order Form**



Order form and payment must be received 14 days prior to show for Advanced Rate

Standard Electric

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
110V/20 Amp (Quad Box)	\$55.00 First Day	\$75.00 First Day		
	\$20 (Each Add Day)	\$20 (Each Add Day)		
Extension Cord / Power Strip	\$15.00	\$20.00		

Accessories

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Table Vinyl (per table) black	\$3.00	\$4.00		
Table Cloth (per table) black	\$10.00	\$15.00		
Table Skirting (per table) black	\$5.00	\$8.00		
6 foot low table	\$35.00	\$55.00		
8 foot low table	\$45.00	\$65.00		
Waste Basket (at individual booth or table)	\$5.00	\$8.00		
Barstool	\$30.00	\$50.00		
Easel	\$20.00	\$30.00		
Ice (7 lb. bag)	\$5.00	\$5.00		
Leg Extenders to make High Tables (6 foot and 8 foot only)	\$30.00	\$45.00		
S - Hooks	50 for \$10	50 for \$15		
Booth Sign Hanging (includes two s-hooks)	\$3 per sign	\$5 per sign		
Banner Hanging - Walls & Ceiling (requires scissor lift)	\$100.00 each	\$175 each		
Microphone Package (show announcements/music)	\$250.00	\$350.00		
8' Pipe & Drape (black & blue) / Short drape (black)	\$3 per foot	\$5 per foot		
All Solid Drape (black or blue)	add \$5 per section	add \$10 per section		
Black and White Copies	\$0.25 Each	\$0.35 Each		
Stage - sizes and heights (advanced planning only)	Priced per request	N/A		
Water - 1 to 200 gallons (advanced planning only)	\$100.00	N / A		

Internet Service

Wireless Internet	Mbps options available and ordered on site through the MCC welcome page			
Wired Internet (advanced orders only)	\$100 per line per day	N/A		

Freight

Delivery prior to 3 days in advance of event	\$20 per package per day under 100 lbs			
Delivery prior to 3 days in advance of event	\$30 per package per day over 100 lbs			

Miscellaneous

Description	14 Day Advanced Rate	Standard Rate	Quantity	Price
Forklift (advance scheduling required)	\$55 per hour	\$75 per hour		
Scissor Lift (advance scheduling required)	\$55 per hour	\$75 per hour		
30 Foot Wall Drape (north hall)(advance order only)	\$4,000.00	N / A		

Upgraded Electric (advanced requests only)

	208V / 1 Phase	QTY	208V / 3 Phase	Quantity	Price
	20 Amp	\$75/day	30 Amp	\$155/day	
	30 Amp	\$85/day	50 Amp	\$175/day	
	60 Amp	\$115/day	60 Amp	\$185/day	
	100 Amp	\$155/day	100 Amp	\$225/day	
Labor for Electrical Service	\$45 / hour				

Total Amount Due

Service order item availability and fees are subject to change.

Items listed may not represent all services available. Contact convention services for additional requests.

Show Name:	Show Dates:	Booth #:
Company Name:	Phone:	Email:

Credit Card Number	<input type="text"/>
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Credit Card Expiration Date	<input type="text"/>	On-Site Contact:
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I authorize the Monroeville Convention Center to charge my credit card for the services ordered

Client Name: (print)	Client Signature:	Date:
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Checks Payable To:
Monroeville Convention Center
209 Mall Boulevard
Monroeville, PA 15146

Checks for service orders must be received 14 days in advance to guarantee advanced rates and services.
Certified Checks only within 14 days.

Email Completed forms to Josh Monzo

JMonzo@DoubletreeMonroeville.com

All information is required for processing orders